

FILE SUBMISSION GUIDELINES

These guidelines are intended to help you prepare files.

Text File Submissions

Text files should be in DOCX, DOC or TXT file format. No text formatting such as bold, underline or italic should be applied. Use a simple standard font such as Arial, Times Roman or Calibri. Use hard page breaks between chapters; do not include headers or footers. Page numbers are not required but are helpful if you can include them.

If photos or graphics are appearing in the book, enter a placeholder with the filename and caption within square brackets i.e, [sparky.jpg, Dog in a Manger]. Photos should be supplied as individual images save in a file folder.

Print-Ready File Submissions

Print-ready files must be in Adobe PDF format. The content pages should be contained in a single PDF file and the cover in a separate file. The PDF file should be generated with the following standards. If you have difficulties complying with the requirements, let us know and we will try to assist you.

Colour Mode

If your book includes colour illustrations, photos, etc. the file must be generated in CMYK mode. It is advisable to convert photos that are natively in RGB mode to CMYK through a program such as Photoshop. This will help you determine changes in colour and tone that commonly occur and allows you the opportunity to make changes. You can also run the Convert Colour option in Adobe Acrobat after your file has been created.

Image Resolution

Images should have a minimum resolution of 300 dpi up to a maximum of 600 dpi. Higher than this only results in bulky sizes, larger files and no gain in printed quality.

Marks & Bleeds

The bleed requirement is a minimum 1/8 inch or 3mm to as much as 1/4 inch or 6.35mm. Cover files must always have a bleed margin even if there is no bleed in the artwork.

Gutter or Margin

No spine gutter is required for inner pages of coil bound and lay-flat books. For perfect bound (paperbacks), glue bound stitched (stapled) books, leave minimum 1/2" (0.5 inch) to 1" (1 inch) gutter/margin to the spine of the book.

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Spine Width

The spine width depends on the page count, paper weight cover thickness and cannot be easily calculated. It is advisable to contact us for measurements once these have been determined. Hardcover books will require a minimum of 8mm when less than 24 pages.

Pages & Spreads

Documents should be submitted as single pages at size in logical order: pg1, pg2, pg3 etc.

Cover & Dust Jacket

Submit the cover artwork or dust jacket artwork separately (if there is dust jacket for the book) with the front cover, spine and back cover compiled into 1 page. Contact us for exact measurement and templates according to your book size and spine thickness. If the inside covers of the book are printed, the content can be supplied as page 2 of the cover file or in a separate file.

Text Safe Area

To avoid having text being cut off during trimming, leave no less than .25" away from the final edge of your document.

Font

All fonts must be embedded or converted to paths (create outlines). This can be completed in design programs such as InDesign and can be specified in Word under the Adobe save settings.

Converting to PDF

When converting to press quality PDF from a typical multi-page layout software such as Adobe InDesign, ensure the following applies to the Export settings:

- Do not downsample the resolution of the file (download instructions "compress.pdf" cover template PDF file)
- Define the colour space as U.S. SWOP Coated 2 and Gracol 2006. Spot colours should not be used in your files but if they have been defined, choose the Convert Spot Colours to CMYK option.
- Do not include any ICC profile in the generated file